



City of Mondovi – Marten Center

120 S. Franklin St., Mondovi, WI 54755

Tel. 715-926-3866

NATURE OF EVENT: _____

EVENT DATE: ____/____/____

NAME: _____

ADDRESS: _____

CITY/ZIP: _____

PHONE #: _____

EXPECTED ATTENDANCE: _____

HOURS (be sure to include preparation & cleanup time) BEGIN: _____

END: _____

IS YOUR GROUP A NON-PROFIT OR COMMUNITY SERVICE ORGANIZATION? NO YES (documents)

WILL FOOD AND/OR BEVERAGES BE SERVED? NO YES

USER FEE \$ _____ .00

KEY FOB # _____

DEPOSIT \$ _____ .00

Marten Center (Community Center) reservation will not be final without payment of appropriate fees and this signed agreement by the person (over the age of 18) who will be present and in charge of the event. By signing below, user acknowledges and agrees to all terms of the "User Agreement Conditions" attached.

Signature of User / Group Representative

DATE: ____/____/____

Marten Center Representative – City of Mondovi

DATE: ____/____/____

*****I understand that the loss of the key fob will result in the loss of the \$100 deposit. ____ (initial here)**

<i>OFFICE USE ONLY</i>		
DEPOSIT _____	USER FEE _____	
Date: _____ \$ _____ .00	Date: _____ \$ _____ .00	
Receipt: _____ Check #: _____	Receipt: _____ Check #: _____	
DEPOSIT REFUND: Date: _____	Amount \$ _____ .00	
CITY INITIALS: _____	KEY FOB RETURNED Y N	USER INITIALS: _____

PLEASE RETURN TABLES AND CHAIRS TO HOW THEY WERE SET UP WHEN YOU ARRIVED.

Roger Marten Community Center
User Agreement Conditions

Persons or organizations using or leasing the Community Center at 120 S. Franklin St. are responsible for the conduct of their members and guests. In the case of damage by the group, such damage shall be paid for by the persons or organizations using/leasing the building, furniture, fixtures, and equipment. If any damage is incurred, the user will be charged accordingly to repay or repair the damaged item(s) to original conditions. Payment must be made immediately on demand. All areas of the community center must be left clean and in-order for the next user. **The city of Mondovi will not be held responsible for accidents, injuries, losses, or damages of any kind.**

Scheduling arrangements are made through the City Clerk's office based on a first come, first serve basis, determined by a signed user agreement, deposit and fee.

City Hall, 156 S. Franklin St., Mondovi, WI 54755 Phone: 715-926-3866.

RULES FOR USING COMMUNITY CENTER:

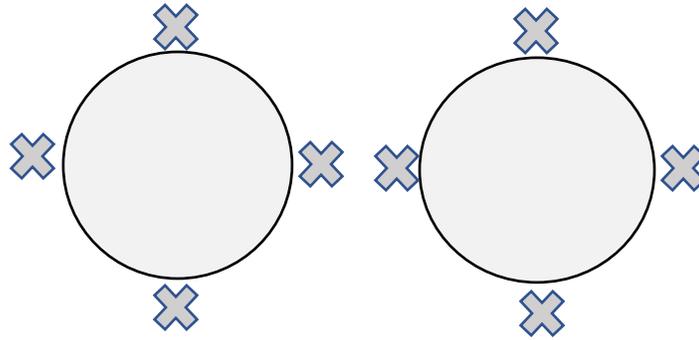
- User must sign out a key fob at the City Hall on the day of the event or on the Friday before a weekend event. City Hall hours are Monday – Friday 7:30 am - 4 pm. After the event drop the key fob in the drop box located to the left of the City Hall door.
- All doors and windows must be closed and secured when the building is vacated.
- All floors must be swept and/or mopped if necessary, after each use.
- Each group is responsible to set up and return the facility to the original condition.
- No alcoholic beverages are allowed on the premises.
- No smoking is allowed in the community center.
- Staple guns, nails, or tacks are not allowed for decorating or other purposes. Masking tape only may be applied for decorating purposes and must be completely removed.
- Maximum capacity of the Marten Community Center is 288 for auditorium seating and 192 for dining seating. Exceeding these limits is prohibited.
- The piano must not be moved without permission of the Senior Director.
- The kitchen is a serving kitchen only. All food must be catered or prepared prior to being brought to the community center.
- Any items that are brought in and left behind will result in a loss of the security deposit. **Make sure you leave the Center like you found it.**
- **Users are responsible of taking their garbage with them.** Items left behind will result in loss of security deposit.

FEES:

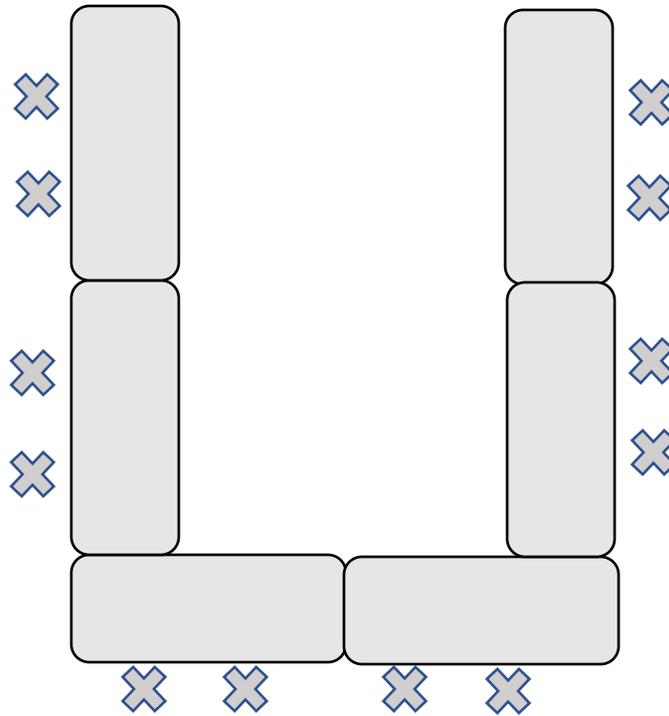
- Deposit of \$100.00 which is refundable. (Paid separately and returned with satisfactory inspection of the facility after the event) and returned key fob.
- Non-profit or Community Service Organizations – no fee with council approval.
- Organizations, family gatherings, or anniversary parties for Mondovi City Residents:
 - Dining room/kitchen - \$150.00
- Organizations, family gatherings, or anniversary parties for Non-Mondovi City Residents:
 - Dining room/kitchen - \$250.00

Roger Marten Community Center does not exclude, restrict, or deny any person membership or participation in its activities because of race, color, national origin, religion, sex, age, disability, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or military or veterans' status.

KITCHEN



***PLEASE
RETURN THE
MARTEN
CENTER TO
THIS LAYOUT
BEFORE YOU
LEAVE.
THANK YOU!***



STAGE